

- If you wish to call please see the instructions below:
- Dial 1-888-278-0254
  - You will be asked to enter your access code: 8934051
  - Once the access code is entered you will join the meeting

# Agenda

## Group/Meeting

## EOC Program Services Subcommittee Meeting

**Name:** **Date:** 10/2/2019 **Time:** **From:** 11:00 AM **To:** 12:00 PM

**Location:** 1470 Civic Ct. Suite 200, Conf. Room 221, Concord

**Purpose:** To review and discuss Program Services Tasks

*The Economic Opportunity Council will provide reasonable accommodations for persons with disabilities planning to participate in EOC meetings. Please contact EOC Staff at least 24 hours before the meeting at (925) 681-6311.*

**PERSONS WHO WISH TO ADDRESS THE EOC DURING PUBLIC COMMENT OR WITH RESPECT TO AN ITEM THAT IS ON THE AGENDA, WILL BE LIMITED TO TWO (2) MINUTES.**

*The Board Chair may reduce the amount of time allotted per speaker at the beginning of each item or public comment period depending on the number of speakers and the business of the day.  
Your patience is appreciated.*

### By the end of this meeting, we will have:

An understanding of the desired outcomes and ground rules so that meeting participants accomplish meeting objectives in a timely and efficient manner.
Receive any public comments so that the public has an opportunity to provide input and we are knowledgeable of the community's concerns and/or interests for potential inclusion on future agenda.
Review and discuss 2020-2021 Request for Information (RFI) so that staff can move forward accordingly.
Establish a date for the next Program Services Subcommittee meeting so that staff can plan accordingly.
Identification of next steps necessary to move the process forward.
Evaluation of the meeting.

## Agenda

What	How	Who	Time
➤ Review Desired Outcomes & Meeting Rules	Present Clarify Check for Understanding	Volunteer	2 Minute
➤ Public Comment	Present	Members of the Public	3 Minutes
➤ 2020-2021 RFI	Present Clarify Check for Understanding	Group	50 Minutes
➤ Schedule Program Services Meeting	Present	Group	2 Minutes
➤ Next Steps	Present	Group	2 Minutes
➤ Meeting Evaluation	+/-Δ	Group	1 Minutes

*Public comments on matters listed on the agenda may be submitted at least one full work day prior to the published meeting time, to the Economic Opportunity Council Board via email: [mtupou@ehsd.cccounty.us](mailto:mtupou@ehsd.cccounty.us) or [nsparks@ehsd.cccounty.us](mailto:nsparks@ehsd.cccounty.us) ;or via electronic mail: 1470 Civic Court, Suite 200 Concord, Ca 94520.*

## Request for Information (RFI) Timeline 2020-2021

- September 12<sup>th</sup> 2019- EOC Business meeting discussing RFI process with members
- September 2019-EOC Program Services meeting to review and edit RFI 2020-2021
- October 10<sup>th</sup> 2019-EOC October business meeting-RFI discussed before sending out to the public
- October 11<sup>th</sup> 2019 – RFI Release to the public
- Week of October 16<sup>st</sup>-RFI Information session-40 Douglas
- November 1<sup>st</sup> 2019 – Proposal Deadline
- November 11<sup>th</sup> – November 13<sup>th</sup> – Packet assembly (CSB staff)
- November 14<sup>th</sup> 2019 – 2020-2021 Proposals delivered to EOC members
- November 25<sup>th</sup> or November 26<sup>th</sup> 2019 – Program Services meeting discuss proposals and scoring matrix and makes recommendation for 2020-2021 grantees
- December 12<sup>th</sup> 2019 – EOC Business meeting-RFI Grant approvals 2020-2021

## 2020-2021 RFI Improvements to be added for the RFI

1. To enhance subcontractors monitoring. The EOC Outreach subcommittee is meeting to enhance the subcontractors monitoring to include trend analysis of past performance over time and current fiscal expenditure status.
2. The Contract unit is revising the Request for Information (RFI) process to include Board of Directors review and clear language about stating any potential conflict of interest.

**CONTRA COSTA COUNTY  
EMPLOYMENT & HUMAN SERVICES DEPARTMENT**

**Request for Interest #  
Community Action Projects  
*Housing-Shelter / Employment-Jobs/ Food-Nutrition/Comprehensive Health Services***

Contra Costa County Employment & Human Services Department (EHSD) announces Request for Interest (RFI) # ??? seeking applications from eligible organizations to design and deliver Community Action projects in alignment with the 2020/21 Contra Costa County Community Action Plan. Successful bidders will be awarded contracts that will not exceed \$99,999 for the term March 1, 2020 – February 29, 2021. The RFI is not in itself an offer of work nor does it commit Contra Costa County to fund any proposal submitted. The County is not liable for any costs incurred in the preparation or research of proposals. An informational session will be held on **DAY October #, 2019 at 1:30 pm** at 40 Douglas Drive, Martinez, CA 94553 and, while not mandatory, it is highly recommended that applicants attend as information will be shared on how to complete the RFI. If you plan to attend, please RSVP by e-mail to [contractbid@ehsd.cccounty.us](mailto:contractbid@ehsd.cccounty.us) or call (925) 608-4964.

*Funding*

EHSD will award a subaward standard contract(s) to selected organization(s). Total subaward amount will not exceed \$99,999 which will be billable monthly, in arrears. The contract will be for 12 months. Federal Funds are passed through the California Department of Community Services and Development, and are identified as follows:

<i>Federal Award Identification Number (FAIN):</i>	G-16B1CACOSR
<i>Subaward Period of Performance:</i>	3/1/2020/ to 2/29/2021
<i>Catalog of Federal Domestic Assistance Number (CFDA):</i>	93.569
<i>Program Title:</i>	Community Services Block Grant (CSBG)
<i>Agency:</i>	Department of Health and Human Services
<i>Office:</i>	Administration for Children and Families

*Legal Authorities – Program Requirements, Standards and Guidance*

All services and activities are to be provided in accordance with all applicable federal, state, and local laws and regulations, and as those laws and regulations may be amended from time to time, including but not limited to the following:

1. The Community Services Block Grant Act, as amended, 42 U.S.C. §9901 et seq., and 45 Code of Federal Regulations (CFR) Part 96.
2. The California Community Services Block Grant Program, Government Code §12085 et seq., as amended, and Title 22, California Code of Regulations (CCR) §§ 100601-100795;
3. The Single Audit Act, 31 U.S.C. §7301 et seq. and Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards, 2 CFR 200, and 45 CFR Part 75.

*Purpose*

The Employment & Human Services Department (EHSD), Community Services Bureau serves as the federally designated Community Action Agency for Contra Costa County. It is part of the national Community Action Partnership (CAP) network of over 1,100 agencies that work to alleviate poverty and empower low-income families in communities throughout the United States. The Community Action

Partnership is a public organization established under the Economic Opportunity Act of 1964. The federal Department of Health and Human Services administers the

Community Services Block Grant (CSBG) program funds which are then allocated annually to participating CSBG states. The CSBG administrator for California is the California Department of Community Services and Development (CSD). CSD distributes allocations within the state to the existing network of Community Action Agencies and additional community partners, which includes EHSD. Community needs are met and program goals achieved by partnering with community members, establishing and fostering community partnerships; developing and adapting new and innovative initiatives and working with other community-based and public organizations to leverage funding. The focus areas for this RFI are to support **Housing-Shelter** (preventing homelessness, supporting safe and affordable housing to low income families/youth), **Employment-Jobs** (job training and/or placement, job readiness skills and/or development), **Food-Nutrition** (reducing hunger, promoting healthy eating, improve access and availability of fresh produce to our underserved population), and **Comprehensive Health Services** (improving health outcomes and overall well-being through a more effective and efficient use of resources). The RFI is available on EHSD website: <http://ehsd.org/directors/contracting-opportunities/rfis/> the Contra Costa 2019-2020 Community Action Plan is also available on the EHSD website: <http://ehsd.org/headstart/community-action/>

#### Project Deliverables

The intent of this RFI is to invite profit/non-profit community based organizations or corporations to submit a letter of interest that describes a program or project to address locally identified needs in low-income communities in at least one of the following priority areas:

- **Housing-Shelter** (preventing homelessness, supporting safe and affordable housing to low income families/youth/adults)
- **Employment-Jobs** (job training and/or placement, job readiness and and/or development)
- **Food-Nutrition** (reducing hunger, promoting healthy eating, improve access and availability of fresh produce to our underserved population)
- **Comprehensive Health Services** (improving health outcomes and overall well-being through a more effective and efficient use of resources)

#### Components of Letter of Interest (LOI):

Applicants must submit Letter of Interest that includes:

- Project Overview
- Project Description
- Program Budget Information
- Outcome goals and objectives of the project
- Statement of agency qualifications regarding track record of providing the proposed services
- Proof of required insurance
- Current list of Board of Directors

<u>Selection Criteria</u>	<u>Weight</u>
1. Project Overview	15%
2. Program Budget	20%
3. Project Description	20%
4. Outcome Goals & Objectives	30%
5. Proven track record of providing the proposed services	15%
Total	100%

#### Contract requirements

Applicants must provide proof of:

- Worker's Compensation (for organizations with 50 employees or more)
- Professional liability
- Comprehensive liability, including automobile

Additionally, successful applicants must certify to the following prior to contract execution:

- Smoke-free work environment
- Discrimination policy
- Affirmative Action compliance
- Cultural Diversity policy
- Drug-free workplace

**If you are a current subcontractor, your previous performance will be considered in the scoring application.**

**Letters of Interest (LOI) will be due by 5:00 p.m. on Friday, November 1, 2019.** Please submit a cover letter detailing your agency's background, experiences and references. Please also attach your agency's proposed action plan to complete the services described herein.

In all correspondence, please note **RFI #** in the subject line

*If responding by FAX, please send to:*

(925) 646-0117

*If responding by e-mail, please send to:*

[contractbid@ehsd.cccounty.us](mailto:contractbid@ehsd.cccounty.us)

*If responding by postal or hand delivery, please send to:*

*(Please note that department hours are Mon-Fri, 8:00 a.m. to 5:00 p.m.)*

Contra Costa County Employment & Human Services Department  
Contract Unit, Attention RFI #  
40 Douglas Drive  
Martinez, CA 94553

#### **Appeal process**

## **Letter of Interest Guide**

### **Section I. Project Overview**

- A. Applicant/Organization information
- B. Project Name
- C. Areas of county where services are provided

### **Section II. Program Budget Information**

- A. Amount of CSBG funds requested (not to exceed \$99,999)
- B. Total CSBG project cost (should match budget)
- C. Itemized CSBG project budget
- D. Leveraging-describe how you leverage other funds to provide the services you are proposing to fund.

### **Section III. Project Description**

- A. Priority Area to be addressed [Housing/Shelter or Employment/Jobs or Food/Nutrition or Comprehensive Health Services]
- B. Goal Statement (use Attachment B)
- C. Project objective(s). Description of what will be achieved, including specific measurable action-oriented, realistic and time-bound steps that demonstrate how goals will be obtained. Use the National Performance Indicators (NPIs) found in Attachment A relative to the priority area(s) you wish to address. In your submission, please use the template found in Attachment B.
- D. Sustainability Plan-what steps will you take if funding is reduced/eliminated?

### **Section IV. Contract Requirements**

- A. Worker's Compensation
- B. Professional liability
- C. Comprehensive general liability, including automobile

## **NATIONAL PERFORMANCE INDICATORS**

Use one or more of the below questions to develop each goal and objective in your RFI response.

### **Housing & Shelter**

1. How many clients obtained and/or maintained safe and affordable housing?
2. How many clients have you assisted with Emergency Temporary Shelter?
3. How many clients have you assisted with Emergency Home Repairs (i.e., structural appliances, heating systems, etc.)
4. How many client have you assisted with Emergency Rent or Mortgage Assistance?
5. How many clients purchased their own home in their community?
6. What is the number of Housing Consortiums/Collaboration, both public and private your agency actively works with?
7. How many safe and affordable housing units in the community will be preserved or improved through the partnership with Contra Costa County Employment and Human Service Department Community Services Bureau?

### **Employment & Training**

1. How many clients who are unemployed have obtained a job after visiting your agency?
  - A. Out of those clients, how many have maintained a job for at least 90 days?
  - B. Out of those clients employed, how many have obtained an increase in employment income and/or benefits?
2. How many clients have achieved “living wage” employment and/or benefits?
3. How many clients have obtained skills/competencies required for employment?
4. How many clients have completed ABE/GED and received certificate or diploma?
5. How many clients have completed post-secondary education program and obtained certificate or diploma?
6. How many accessible or increased educational and training placement opportunities, or those that are saved from reduction or elimination that are available for low-income people in the community, including vocational, literacy, and life skill training, ABE/GED, and post-secondary education will be preserved or improved through the partnership with Contra Costa County Employment and Human Service Department Community Services Bureau?
7. What is the number of Institutions of post-secondary education/training both public and private your agency actively works with?

### **Food & Nutrition**

1. How many clients has your agency assisted in obtaining food assistance?
2. How many clients have you assisted with emergency food?
3. How many clients in your agency with infants and children have had an improvement on their health and development because of adequate nutrition?

### **Comprehensive Health Services**

1. How many clients obtained health care services for themselves and/or family member?
2. How many clients had access to safe and adorable health care services/facilities?
3. How many clients received Emergency Medical Care?
4. How many clients had access to reliable transportation and/or driver's license?
5. How many clients received Emergency Protection from Violence?
6. How many clients received Emergency Clothing?
7. How many youths improved their health and physical development?
8. How many youths improved their social/emotional development?
9. How many parents and other adults learned and exhibited improved parenting skills?
10. How many parents and other adults learned and exhibited family functioning skills?

### SAMPLE GOAL AND OBJECTIVE SHEET

<b>GOAL:</b> Please state your goal in the box below. Choose one of the three priority areas and formulate a goal that describes how your program/project will impact the priority area.		
Contra Costa Housing Advocacy's goal is to provide access to affordable and safe housing by providing low-income clients assistance with housing, evictions, foreclosure, and housing violations regardless of their location in the county.		
OBJECTIVES	METRICS – Quantifiable Results (Use NPIs in Attachment A)	TIMEFRAME (When will you complete task?)
Provide housing advice and assistance to seventy-five (75) low-income residents which include housing referrals, emergency shelter assistance, eviction requirements and procedures.	<b>Housing &amp; Shelter Priority Areas:</b> Our agency will assist sixty-five (65) low-income clients with emergency shelter in Contra Costa County.  Our agency will assist ten (10) low-income clients maintain safe and affordable housing in Contra Costa County.	We intend on completing these tasks and assisting the projected number of low-income clients stated on our objective by the end of the 2016 CSBG contract.

Use this worksheet to complete Section III. B. Outcome Goal and Objective

<b>GOAL:</b> Please state your goal in the box below. Choose one of the three priority areas and formulate a goal that describes how your program/project will impact the priority area.		
OBJECTIVES	METRICS – Quantifiable Results (Use NPIs in Attachment A)	TIMEFRAME (When will you complete task?)

November 1, 2010

Goodwill Industries of the Greater East Bay  
ATTN: John B. Latchford, President  
1301 30<sup>th</sup> Avenue  
Oakland, CA 94601

RE: Request for Proposal #1115 Award Modification

Dear Mr. Latchford:

This letter is to advise you of the Request for Proposal (RFP) #1115 for CalWORKs Welfare to Work, Work Experience Program, award modification following an appeal, October 15, 2010.

The following award recommendation will be made to the Board of Supervisors:

<b>Goodwill Industries of the Greater East Bay</b>	<b>\$136,000</b>
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<b>Lao Family Community Development, Inc.</b>	<b>\$ 63,000</b>
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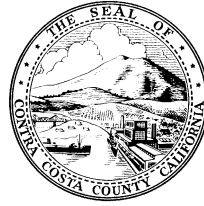
You will be requested by the Employment and Human Services Department, Workforce Services Bureau staff to submit a budget based upon the modified contract amount.

Again, thank you for your thought and effort expended in compiling your proposal in response to RFP #1115 and for your continued service to the community.

Sincerely,

Elaine Burres  
Contracts and Grants Administrator  
Contra Costa County Employment and Human Services  
40 Douglas Drive, Martinez, CA 94553  
Telephone: (925) 313-1717

All reviewers  
Must complete this form.



Contra  
Costa  
County

**Impartiality/Conflict of Interest Statement**  
**RFI # 345 Bi-lingual training and tutoring services**

I, \_\_\_\_\_, understand that I have been asked to participate in a review panel to assist in selecting the best and most responsive proposals. I understand that I must give each proposal fair and independent consideration. The final scores that I give each proposal must reflect my own impartial judgment of that proposal.

I also understand that I may not participate on this panel if I have any conflict of interest that would prevent me from exercising impartial judgment of each proposal.

Accordingly, I attest that to the best of my knowledge neither I, nor any member of my immediate family (including my spouse and children): (1) have received income or gifts within the past 12 months from any of the agencies involved in the proposals; (2) have any ownership interest or other direct or indirect investments in any of the agencies involved in the proposals; (3) expect or intend to seek employment or any other relationship with any of the agencies involved in the proposals; or (4) have any other direct or indirect interest in any of the agencies involved in the proposals that would prevent me from exercising fair and impartial judgment in my proposal evaluation.

I also understand that all proposals and their contents are considered confidential information and may not be distributed. This form shall be returned to the Employment and Human Services Department, Contracts and Grants Unit, 40 Douglas Drive, Martinez, CA 94553. Upon awarding of any contract, the proposals, with some limitations, may become public information.

\_\_\_\_\_  
Signature of Reviewer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Title/Position/Agency



## 6.6 Appeals Process

Each bidder submitting a proposal to this RFP shall have an opportunity to appeal the funding decision of EHSD. **Proposals disqualified for not meeting the deadline for submission are not eligible for appeal.**

All bidders will receive a written and emailed notice from EHSD informing them of the funding decisions. If a bidder wishes to appeal the selection or award decision, the bidder must submit a written appeal request to **EHSD Director, 40 Douglas Drive, Martinez, CA 94553** within ten (10) working days of the postmarked date of the written letter of award status. The appeal will be conducted in accordance with the EHSD process.

All written letters of appeal must state the following:

- The issue(s) appealed
- How the alleged issue detrimentally effects the appellant
- The rectification sought by the appellant

An appeal will only be considered valid if there has been a violation of one of the following criteria:

- The procurement process as outlined by the RFP was violated in some manner; and/or
- Federal, state, and/or EHSD procurement guidelines have been violated.

An appeal would not be allowed:

- To contest individual scores, the rating system, or dissatisfaction with the evaluation results unless there is a violation of the process as outlined above.

Letters of appeal must be addressed to the Employment and Human Services Department Director and received at 40 Douglas Drive, Martinez, CA 94553 no later than 5:00 p.m. on November 16, 2018. Notification of a final decision on an appeal shall be made in writing to the bidder.

Appeals unresolved by the initial appeal process may be pursued with the Contra Costa County Board of Supervisors.

## 6.7 Contract Award and Negotiations

- 6.7.1 Successful bidders will be expected to promptly enter into contract negotiation with EHSD. This may result in mutually agreed upon changes in plans or activities identified in the proposal. As a result of this negotiation, actual contract(s) may include other agreements and clarifications of activities, consistent with the intent of this RFP.

## Request for Interest (RFI) and Request for Proposal (RFP) Appeal Process

All bidders submitting an RFI or RFP response/proposal may appeal the award.

Submissions must be in writing and mailed to:

Contra Costa County Employment and Human Services Department, ATTN: Director

40 Douglas Drive, Martinez, CA 94553

All written letter of appeal must state the following:

- The issue appealed,
- How the alleged issue detrimentally affects the appellant, and,
- The rectification sought by the appellant.

Due date:

A response addressing the appeal will be sent by mail and/ or a request for face-to-face meeting.

Request for Proposals No. \_\_\_\_\_

Only bidders who have submitted a proposal in accordance with RFP \_\_\_\_\_ may appeal the RFP process.

Appeal letters must be **written and addressed** to:

Kathy Gallagher, Director

CCC Employment and Human Services Department

40 Douglas Drive, Martinez, CA 94552

DUE date: Appeals must be **received** at the above address by \_\_\_\_\_ **2016, 5 PM.**

Appeal letters must contain:

- 1) The issue or issues appealed;
- 2) How the alleged issue(s) detrimentally effects the appellant; and,
- 3) The rectification sought by the appellant.

Appeal decision notification will be made in writing to the appellant.